



# Processing Absent Voter Ballots in the Precinct

NOVEMBER 2, 2021

## Absent Voter Ballot Counting Procedures



Processing can begin after  
7 a.m. on election day –

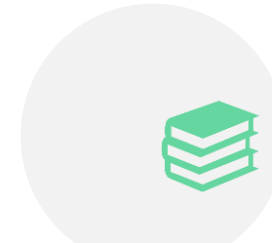
An election official will  
deliver absentee ballots and  
AV lists to your precinct  
throughout the day



Must be processed in view  
of the public in the  
precinct



Dedicated team of two  
inspectors from differing  
political parties



Processing AV ballots is  
divided into two separate  
tasks: 1) processing absent  
voter ballots and 2) counting  
or tabulating the ballots

## Absent Voter Ballot Counting Supplies



QVF Absent Voter List



AV Envelopes



Pen



Highlighters



Letter Opener



Rubber Bands

# Processing Ballots in Precinct

- The first step in processing ballots is to physically count the number of ballots delivered for processing and **make sure this matches the count on the AV List!**
- The EPB operator will also need to record this number in the Ballot Summary (B) and make a remark in the Remarks Section

**Remember that you cannot accept AV ballots from voters who appear at the polling location.**

**The AV ballot must be returned to the Clerk's Office to check-in and verify before it is delivered to the precinct or the voter can surrender the AV ballot and be issued a new in-precinct ballot (Clerk's Office must approve and a form must be completed)**

| 10/04/2021                            |          |                         |  |                  |            |                  |                 |                       |          |              |
|---------------------------------------|----------|-------------------------|--|------------------|------------|------------------|-----------------|-----------------------|----------|--------------|
| AV LIST FOR BATTLE CREEK CITY (05920) |          |                         |  |                  |            |                  |                 |                       |          |              |
| 11/02/2021 - NOVEMBER CONSOLIDATED    |          |                         |  |                  |            |                  |                 |                       |          |              |
| COMBINED PRECINCT 02018               |          |                         |  |                  |            |                  |                 |                       |          |              |
| Voter #                               | Ballot # | Spoiled #<br>Surrender# | Voter Name / Mailed to Address   | UOCAVA<br>Status | ID<br>CONF | App<br>Received  | Ballot<br>Sent  | Ballot<br>Returned    | Rejected | Res.<br>Ver. |
| 1                                     | 00000270 |                         | BERGSTROM, SETH THOMAS<br>62 HARVARD ST, BATTLE CREEK, MI 49017        | NONE             |            | 09/23/2021       | 09/23/2021      | 10/01/2021<br>12:13PM |          |              |
| 2                                     | 00000275 |                         | CASEY, MARCIA ANN<br>10 CLAY ST APT 106, BATTLE CREEK, MI 490          | NONE             |            | 09/13/2021       | 09/23/2021      | 09/29/2021<br>3:06PM  |          |              |
| 3                                     | 00000279 |                         | DIMITRI, NANCY MARIE<br>29 TAFT ST, BATTLE CREEK, MI 49014             | NONE             |            | 09/10/2021       | 09/23/2021      | 10/04/2021<br>3:12PM  |          |              |
| 4                                     | 00000280 |                         | FELTNER, CONNIE MAE<br>77 ROSE ST, BATTLE CREEK, MI 49017              | NONE             |            | 09/13/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 5                                     | 00000281 |                         | FOGG, ELOISE MAY<br>40 WALNUT AVE, BATTLE CREEK, MI 49014              | NONE             |            | 09/22/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 6                                     | 00000282 |                         | FOGG, NEIL PHILLIP<br>40 WALNUT AVE, BATTLE CREEK, MI 49014            | NONE             |            | 09/22/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 7                                     | 00000284 |                         | KIMBLE, BARBARA JEAN<br>14 OAK ST, BATTLE CREEK, MI 49014              | NONE             |            | 09/13/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 8                                     | 00000285 |                         | LEWANDOWSKI, CONSTANCE A<br>85 KINGMAN AVE W, BATTLE CREEK, MI 49014   | NONE             |            | 09/09/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 9                                     | 00000287 |                         | PATTON-PERRY, PATRICIA LOU<br>36 MASSACHUSETTS AVE, BATTLE CREEK, MI 4 | NONE             |            | 09/22/2021       | 09/23/2021      | 10/01/2021<br>12:13PM |          |              |
| 10                                    | 00000291 |                         | REDMON, DEON ARNOLD<br>103 JERICHO RD, BATTLE CREEK, MI 49014          | NONE             |            | 09/09/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 11                                    | 00000292 |                         | REDMON, JOYCE ELAINE<br>103 JERICHO RD, BATTLE CREEK, MI 49014         | NONE             |            | 09/09/2021       | 09/23/2021      | 09/29/2021<br>3:07PM  |          |              |
| 12                                    | 00000296 |                         | SHUPP, CHRIS HAROLD<br>22 KINGMAN AVE W, BATTLE CREEK, MI 49014        | NONE             |            | 09/13/2021       | 09/23/2021      | 10/04/2021<br>3:12PM  |          |              |
| 13                                    | 00000298 |                         | WENTWORTH, JOAN ELIZABETH<br>80 TAFT ST, BATTLE CREEK, MI 49014        | NONE             |            | 09/13/2021       | 09/23/2021      | 09/29/2021<br>3:08PM  |          |              |
| 14                                    | 00000299 |                         | WENTWORTH, ROBERT A<br>80 TAFT ST, BATTLE CREEK, MI 49014              | NONE             |            | 09/13/2021       | 09/23/2021      | 09/29/2021<br>3:08PM  |          |              |
| 15                                    | 00000300 |                         | YEATMAN, MARTHA COLLINS<br>76 TAFT ST, BATTLE CREEK, MI 49014          | NONE             |            | 09/22/2021       | 09/23/2021      | 09/30/2021<br>12:36PM |          |              |
| TOTALS:                               |          |                         |  |                  |            |                  |                 |                       |          |              |
| Voters                                | Ballots  | Spoiled                 | Surrendered  |                  |            | Apps<br>Received | Ballots<br>Sent | Ballots<br>Returned   | Rejected |              |
| 15                                    | 15       | 0                       | 0  |                  |            | 15               | 15              | 15                    | 0        |              |
| GRAND TOTALS:                         |          |                         |  |                  |            |                  |                 |                       |          |              |
| Voters                                | Ballots  | Spoiled                 | Surrendered  |                  |            | Apps<br>Received | Ballots<br>Sent | Ballots<br>Returned   | Rejected |              |
| 15                                    | 15       | 0                       | 0  |                  |            | 15               | 15              | 15                    | 0        |              |

# Processing Ballots in Precinct

- After confirming the number of ballots delivered, match the number on the AV List, review each envelope and verify that the clerk's record area of the return envelope was completed and that the envelope was signed by the voter (if incomplete contact Clerk's office; if the date is missing in the voter signature area continue processing)
- Check the return envelope to determine if the voter received assistance in voting . If so record the assistance in the Remarks page of the Poll Book– include the name of the voter and the name of the individual who provided assistance

**Did you...**

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to local clerk before 8 p.m. on Election Day?

**Keep your ballot secure.**  
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

**For Clerk's use only**

Precinct \_\_\_\_\_

Ballot \_\_\_\_\_

Return date and time: \_\_\_\_\_

☐ Signature verified? Initial: \_\_\_\_\_

☐ Rejected? Reason: \_\_\_\_\_

**I assert that:**

- I am a United States Citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

**I understand that knowingly making a false statement is a misdemeanor.**

**Voter, sign here in ink.** Power of attorney is not acceptable.  
This box must be signed or your vote will not be counted.

Sign Here Date \_\_\_\_\_

**If someone assists you or helps you mark your ballot, they must sign and identify themselves.**  
I assisted the voter who is disabled or unable to mark his/her ballot according to his/her directions and without showing it to another person.

Assistant, sign here

Print name \_\_\_\_\_

Print full address \_\_\_\_\_

A person who assists an absent voter and knowingly makes a false statement is guilty of a felony.

**Record comments in the pollbook if the voter received assistance**



# Processing Ballots in Precinct

- Verify ballots received against names on the AV list – place check mark or highlight
- Open ballot envelope and remove the secrecy sleeve with the ballot and compare ballot number on stub (while still in secrecy sleeve) with number recorded on AV list and envelope - call clerk's office if there is a discrepancy.

10/04/2021

## AV LIST FOR BATTLE CREEK CITY (05920)

11/02/2021 - NOVEMBER CONSOLIDATED

COMBINED PRECINCT 02018

| Voter # | Ballot # | Spoiled #<br>Surrender # | Voter Name / Mailed to Address                                       | UOCAVA<br>Status | ID<br>CONF | App<br>Received | Ballot<br>Sent | Ballot<br>Returned    | Rejected | Res.<br>Ver. |
|---------|----------|--------------------------|--|------------------|------------|-----------------|----------------|-----------------------|----------|--------------|
| 1       | 00000270 |                          | BERGSTROM, SETH THOMAS<br>62 HARVARD ST, BATTLE CREEK MI 49814       | NONE             |            | 09/23/2021      | 09/23/2021     | 10/01/2021<br>12:13PM |          |              |
| 2       | 00000275 |                          | CASEY, MARCIA ANN<br>10 CLAY ST APT 106, BATTLE CREEK MI 49814       |                  |            |                 |                |                       |          |              |
| 3       | 00000279 |                          | DIMITRI, NANCY MARIE<br>29 TAFT ST, BATTLE CREEK MI 49814            |                  |            |                 |                |                       |          |              |
| 4       | 00000280 |                          | FELTNER, CONNIE MAE<br>77 ROSE ST, BATTLE CREEK MI 49814             |                  |            |                 |                |                       |          |              |
| 5       | 00000281 |                          | FOGG, ELOISE MAY<br>40 WALNUT AVE, BATTLE CREEK MI 49814             |                  |            |                 |                |                       |          |              |
| 6       | 00000282 |                          | FOGG, NEIL PHILLIP<br>40 WALNUT AVE, BATTLE CREEK MI 49814           |                  |            |                 |                |                       |          |              |
| 7       | 00000284 |                          | KIMBLE, BARBARA JEAN<br>14 OAK ST, BATTLE CREEK MI 49814             |                  |            |                 |                |                       |          |              |
| 8       | 00000285 |                          | LEWANDOWSKI, CONNOR<br>85 KINGMAN AVE W, BATTLE CREEK MI 49814       |                  |            |                 |                |                       |          |              |
| 9       | 00000287 |                          | PATTON-PERRY, PATRICIA<br>36 MASSACHUSETTS ST, BATTLE CREEK MI 49814 |                  |            |                 |                |                       |          |              |
| 10      | 00000291 |                          | REDMON, DEON ARNOLD<br>103 JERICHO RD, BATTLE CREEK MI 49814         |                  |            |                 |                |                       |          |              |
| 11      | 00000292 |                          | REDMON, JOYCE ELIZABETH<br>103 JERICHO RD, BATTLE CREEK MI 49814     |                  |            |                 |                |                       |          |              |
| 12      | 00000296 |                          | SHUPP, CHRIS HARRY<br>22 KINGMAN AVE W, BATTLE CREEK MI 49814        |                  |            |                 |                |                       |          |              |
| 13      | 00000298 |                          | WENTWORTH, JOANNE<br>80 TAFT ST, BATTLE CREEK MI 49814               |                  |            |                 |                |                       |          |              |
| 14      | 00000299 |                          | WENTWORTH, ROBERT<br>80 TAFT ST, BATTLE CREEK MI 49814               |                  |            |                 |                |                       |          |              |
| 15      | 00000300 |                          | YEATMAN, MARTHA<br>76 TAFT ST, BATTLE CREEK MI 49814                 |                  |            |                 |                |                       |          |              |

TOTALS:

| Voters | Ballots | Spoiled | Surrendered |
|--------|---------|---------|-------------|
| 15     | 15      | 0       | 0           |

GRAND TOTALS:

| Voters | Ballots | Spoiled | Surrendered |
|--------|---------|---------|-------------|
| 15     | 15      | 0       | 0           |

15 15

Did you ...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to local clerk before 8 p.m. on Election Day?

For Clerk's use only

Precinct: \_\_\_\_\_

Ballot: \_\_\_\_\_

Return date and time: \_\_\_\_\_

☐ Signature verified? Initial: \_\_\_\_\_

☐ Rejected? Reason: \_\_\_\_\_

I assert that:

- I am a United States Citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

**Voter, sign here in ink.** Power of attorney is not acceptable.

This box must be signed or your vote will not be counted.

Sign Here

If someone assists you or helps you mark your ballot, they must sign and identify themselves.

I assisted the voter who is disabled or unable to mark his/her ballot according to his/her directions and without showing it to another person.

Assistant, sign here

Print name \_\_\_\_\_

Print full address \_\_\_\_\_

A person who assists an absent voter and knowingly makes a false statement is guilty of a felony.

Keep your ballot secure.

It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

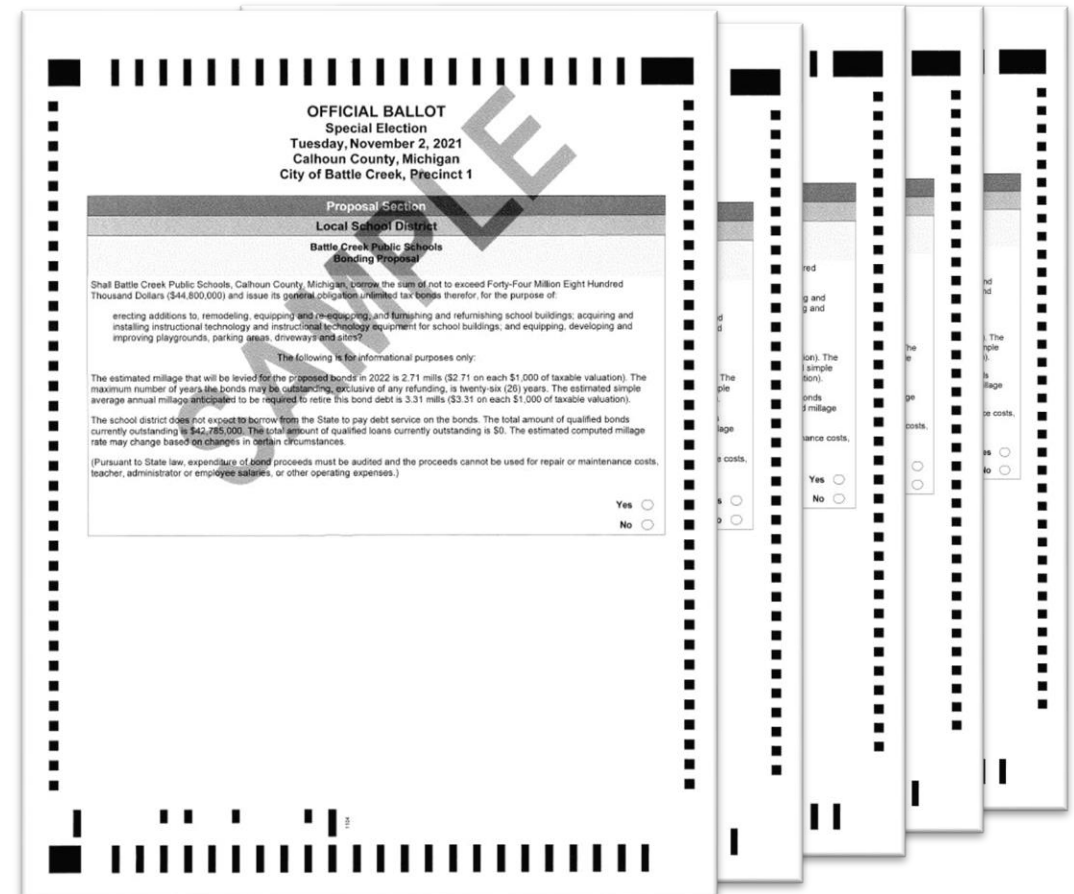
11/2/2021  
ELOISE MAY FOGG  
40 WALNUT AVE  
BATTLE CREEK MI 49814

02018

00000281

# Processing Ballots in Precinct

- Remove ballot stub (save in bundles)
- Remove ballot from envelope and separate from secrecy sleeve
- Flatten ballots and stack in groups of 10-25
- If a ballot was not returned (empty envelope), note the missing ballot on the Remarks page in the Poll Book. Report the total number of empty envelopes to the EPB operator to record in the Ballot Summary (E)



# Processing Ballots in Precinct

- Insert ballots, one at a time, into the tabulator as time allows throughout the day – process in groups of 10-25 in between voters. DO NOT wait until the end of the day!
- Each ballot rejected by the tabulator must be visually inspected to verify the reason for the rejection. Push the “Cast” button to accept ballots with any over votes or blank ballots – see Troubleshooting for more information
- Duplications may NOT be made until after 8 p.m. (place the ballot requiring duplication in the auxiliary bin until the polls close)





# Processing Ballots in Precinct

- Give processed AV list to Chairman to place in the Poll Book binder (it is not necessary to record each absentee voter into the computer- record only the number of ballots delivered in the Ballot Summary in the EPB)
- Bundle AV Envelopes with rubber bands and place in the #10 Envelope. Keep envelopes that did not contain a ballot bundled separately
- Bundle AV Stubs and place in teal tote bag to return to City Hall at the end of the night
- After 8 p.m. check with the Clerk to confirm that no additional ballots will be delivered for processing
- DO NOT close the tabulator until you are certain ALL ballots have been tabulated

# Troubleshooting

| Stub Missing  | Stub Does Not Match   | Stub detached   | No Ballot   |
|---|---|---|---|
| <ul style="list-style-type: none"><li>Prepare the ballot as a challenged ballot</li></ul> | <ul style="list-style-type: none"><li>Determine cause – possible husband/wife placed ballots in each others envelopes – make remarks in pollbook and process normally</li><li>If no reason, call Clerk's Office and/or prepare as challenged ballot</li></ul> | <ul style="list-style-type: none"><li>Continue processing if the numbers match</li><li>Prepare as challenged if no reason is determined such as voters in the same household switched their ballots</li></ul> | <ul style="list-style-type: none"><li>Note the missing ballot on the remarks page (do not use voter's name) and set envelope aside</li><li>Record the amount of empty envelopes in the EPB Ballot Summary (E)</li></ul> |

# Troubleshooting

| Stray Marks   | Two Ballots   | Damaged Ballot   |
|---|---|--|
| <ul style="list-style-type: none"><li>• Must be duplicated after 8 p.m.</li></ul> | <ul style="list-style-type: none"><li>• Document in the remarks and try to determine a cause. Often this will occur when two voters in the same household return their ballots in one envelope, for whatever reason. If you have two signatures, contact the clerk to verify both signatures and accept or reject the ballots.</li><li>• If no reason, prepare as a challenged ballot</li></ul> | <ul style="list-style-type: none"><li>• Damaged ballots must be duplicated after the polls close and can be stored in the auxiliary bin until 8 p.m.</li></ul> |

# Troubleshooting

| MOVE and FWAB Ballots   | False Overvotes/Crossovers   | Overvotes and Blank Ballot   |
|---|--|--|
| <ul style="list-style-type: none"><li>• Must be duplicated after 8 p.m.</li></ul> | <ul style="list-style-type: none"><li>• False overvotes/crossovers created by voter corrections or improper voting tool</li><li>• Invalid write ins must be duplicated to correct the ballot</li></ul> | <ul style="list-style-type: none"><li>• Cast as is by pushing the "Cast" button on the tabulator</li></ul> |



# Processing Challenged Ballots

- If a ballot must be processed as challenged, write the ballot number in pencil on the top of the ballot NOT on the stub
- Conceal this number with a small piece of white paper taped over the number and tabulate the ballot
- All challenged ballots must be noted in the remarks
- Further information on challenged ballots can be found in the Election Inspector PowerPoint and “Managing Your Precinct on Election Day” flipchart

# Duplicating Ballots

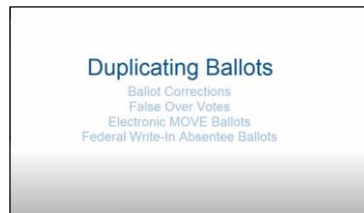
- After the polls have closed and before the tabulator has been shut down, two election inspectors (of opposite parties) take the ballots that need to be duplicated out of the auxiliary bin
- Count the ballots and get that same amount of blank ballots from the EPB operator – EPB operator should record this number in the Ballot Summary in the EPB (H)
- Write “ORG1” on the original ballot to be duplicated
- Write “DUP1” on the new ballot to indicate it is the duplicate
- Remove stub from the new ballot
- One election inspector should read the valid votes from the original ballot while the other inspector marks the votes on the duplicate ballot
- Both inspectors should review the ballot to ensure accuracy

# Duplicating Ballots

- If a mistake occurs during duplicating, note the error on the ballot and place it in the #5 envelope
- Get a new ballot from the EPB operator – remind them to update the number in the Ballot Summary in the EPB (H)
- Repeat the same process for all ballots that must be duplicated making sure to change the number written on each ballot – the next set would be “ORG2” and “DUP2”
- Complete the front of envelope #5 and place all original ballots that were duplicated in the #5 envelope – seal and place in the ballot bag
- Tabulate the duplicated ballots
- Give chairman the final AV List to place in PollBook

# Training Videos and Resources

## BOE Video – Duplicating Ballots



## BOE Election Inspectors' Procedure Manual Flipchart

